Attachment to May 13, 1997 Disposal Suspension Notice

ATTACHMENT A

DEFINITIONS

1. "Document" refers to each and every writing, of whatever nature, whether an original, a draft, or a copy, however produced, reproduced, or stored, whether manually, mechanically, electronically, electromagnetically or otherwise, and each and every tangible thing from which information can be processed or transcribed.

    a. "Document" includes all drafts and versions, whether or not identical with the final document, and also includes all copies which are not identical with the original, whether or not different because of notes made on or attached to such copy or otherwise. The term "document" includes, but is not limited to, letters, telegrams, telexes, facsimiles, contracts, agreements, memoranda, receipts, calendars, diaries, appointment books, personal files, telephone messages and message logs, notes, schedules, work sheets, books, pamphlets, summaries, proposals, photographs, ledgers, statements, files, invoices, billing information, notebooks, checks, records of wire transfers or cash payments, charts, graphs, research materials, prospectuses, registration statements, and computer printouts and other computer-generated writings, or any similar item.

2. "Record" includes all tangible, written or non-written forms of expression in your possession, custody or control, including partial, preliminary and completed versions, however created, produced or stored, whether electronically, electromagnetically or otherwise, including, but not limited to, tape recordings, video recordings, magnetic tapes, disks, diskettes, disk packs, and other electronic media, microfilm, microfiche, and storage devices, or any similar item.

Code: 1997-004-007-L

Source: https://www.industrydocuments.ucsf.edu/docs/xfnk0001

DOCUMENTS TO BE PRODUCED

1. Any and all log books which identify or record information about cigarettes which were tested or smoked in the sidestream smoke chamber located on the 7th floor of the Philip Morris R&D Center in Richmond, Virginia (the sidestream smoke chamber) during the period June 1988 through December 1989.

2. Any and all documents or records, including but not limited to computer databases, which identify the cigarettes tested in the sidestream smoke chamber and/or the results of those tests for the period June 1988 through December 1989.

3. Any or all documents or records that both (1) relate to the testing of cigarettes in the sidestream smoke chamber or analysis of such test results and (2) reflect the identity of Philip Morris employees that were involved in such activities for the period from June 1988 through the present.

4. Any and all laboratory notebooks which record experiments or other work of any kind performed by or supervised by Dr. William Raymond Morgan.

Code: 1997-004-007-L

Source: https://www.industrydocuments.ucsf.edu/docs/xfnk0001